



- CITY OF BIGGS -
PLANNING DEPARTMENT STAFF REPORT

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DATE: June 12, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP City Planner
SUBJECT: Planning and Code Enforcement Activity Report for May/June 2012

DEPARTMENT ACTIVITY SUMMARY - May / June 2012

On-Site Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Wednesday, May 9th – Meeting in Sacramento with the Housing and Community Development (HCD) Department regarding 2014 Regional Housing Numbers.
- Tuesday, May 15th – Meeting with Butte County Administration re: Building Services Contract.
- Wednesday, May 16th – Staff Meeting Participation.
- Wednesday, May 16th – Phone meeting with City Administrator and Councilman Sheppard regarding Pigeons in the Downtown area.
- Thursday, May 17th – Meeting with City Administrator regarding project status' and review of Planning Department activities.
- Monday, May 21st – Abandoned Vehicle Abatement Authority meeting.
- Wednesday, May 30th – Meeting with Sunwest regarding use of fumigation materials for new fumigation chamber proposal.
- Code Enforcement field visits occur Tuesdays and Thursdays.

Major Projects Activity and Update Report:

1. *Grant Management, Program Income Report Re-submittal:*
PMC submitted final revised program income reports and PTA grant reimbursement forms to the State of California seeking reimbursement from the State in the amount of \$+/-28,350 for monies previously expended for PTA grant activities (Library ADA and City Housing Element). PMC anticipates that the City should receive a reimbursement check for this matter in June.
2. *City of Biggs Wastewater Treatment Plant – Environmental Report Updates:*
PMC is continuing its work with Bennett Engineering to update the City's previously completed environmental review documents in support of the Phase I improvements on the City's wastewater treatment plant site. It is currently anticipated that PMC that an Addendum to the adopted Initial Study / Mitigated Negative Declaration will be the document used to satisfy the CEQA process and PMC will be revising the draft NEPA Environmental Assessment (EA) in support of the submittal of project plans to USDA-RD.

3. *Sunwest Milling Warehouse Expansion Project – Site Plan Review:*
PMC will be meeting with a representative of the Sunwest project team on Wednesday, May 30th to address Sunwest's recent submittal to the City for a Site Plan Amendment to approve a new rice fumigation facility on the existing mill site. PMC has provided a project review letter requesting additional information on behalf of the City in regard to the fumigation materials proposed for use. The letter is seeking copies of an approval letter from Butte County / CalFire and additional information on the venting of chemicals upon the completion of the fumigation process. PMC anticipates a rapid delivery of a project approval upon the receipt of the request information.
4. *Pigeons / Code Enforcement* – PMC participated in a conference call with Councilman Sheppard, the City Administrator and the City Attorney to discuss issues associated with the proliferation of pigeons in various vacant / under-utilized buildings in the City's downtown area. At the conclusion of the call, it was discussed that the planning department would move forward with the Code Enforcement process on the Colonia Hotel and Pharmacy buildings on the south-side of B Street to cite the building owners for various building-related code violations facilitating the presence of pigeons on those buildings (windows / dilapidated building conditions). PMC suggested that this item be forwarded to the full City Council as an informational item in the event that further discussion is warranted. If no further direction is received by the City Council, PMC will be sending 1st Violation Notices to both property owners during the week of June 4-8 in regard to this matter.
5. *Fence Permit Approvals* – The Planning Department has issued two (2) fence permits during the reporting period at the following locations:
 - 491 Bannock Street;
 - 484 Aleut Street.
6. *Code Enforcement / Weed Abatement* – The City of Biggs Fire Department / CalFire completed and delivered weed inspection notice violations for 2012 on Tuesday, May 29th. 33 inspection reports were submitted to the Code Enforcement Officer for action. For the weeks of May 29-June 1 and June 4-8, the Code Enforcement Officer will be focusing her efforts on the mailing of the notices of violation and follow-up actions on existing violation notices.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*
 - Applications: 2 Fence Permits
 - Resolutions: 2 Fence Permit Approvals
 - Planning Services Activities:
 - Building Services Contract (*see separate staff report on this matter*).
 - Abandoned Vehicle Abatement (*see separate staff report on this matter*).
2. *Citizen Contact / Information:*
 - The City Planner received two (2) public inquiries this reporting period for non-Code Enforcement matters. Both inquiries were seeking information on building setbacks and the site plan approval process.
3. *Butte County Building Permit Issuance Coordination:*
 - No building permits were report as being issued in Biggs during the reporting period. One application is currently pending (Sunwest fumigation facility).

4. *Code Enforcement: General*

During the reporting period of this Council communication, PMC has continued to provide an average of eight (8) hours per week of Code Enforcement services to the City of Biggs.

During the two week period between May 9th and May 30th, the Code Enforcement officer issued 11 first-notice code violation letters and confirmed resolution of 9 of the pending actions. Two pending actions remain and a 1-time two-week extension has been provide to both parties at their request

PMC completed the City's 2nd quarter AVA program reporting documentation resulting in the distribution of approximately \$600 to the City of Biggs for the second quarter reporting period.

Attachments:

None